

Sample Policies and Procedures for Quality Improvement and Quality Spending

The policies and procedures below are provided as examples. There are no federal requirements regarding the structure or format of Child Care and Development Fund (CCDF) policies and procedures. Tribal Lead Agencies (TLAs) have the flexibility to develop written CCDF policies and procedures that meet the unique needs of their programs and the children and families they serve.

Sample: Planning for Quality

Policy

The tribal Lead Agency completes program planning every 3 years to coincide with the development and writing of the tribal CCDF Plan Preprint. Program planning consists of conducting a community needs assessment, collecting and analyzing data, identifying priorities, identifying short- and long-term program goals, defining program partners, and determining specific quality goals and quality activities.

Procedure

◆ **The following steps will occur to conduct the community needs assessment:**

- The CCDF Administrator will convene a team to conduct the community needs assessment.
- The team will consist of representatives from all levels of the CCDF program, other tribal programs including any early care and education programs in the tribe, and tribal administration.
- The team will meet initially to sketch out a plan for completing the community needs assessment and then meet regularly to give status updates. This team will also be responsible for data collection, data analysis, and drafting and completing the final report.
- The team will draft and finalize three main feedback tools: the community partner survey, parent survey, and provider survey.
- The team will compile results of the needs assessment. The report will be disseminated to all stakeholders, including tribal administration, tribal program partners, community partners, and other early care and education programs in the tribe and community.

◆ **The following steps will occur to collect and analyze data:**

- Initially, the needs assessment team will conduct a Strengths, Opportunities, Weaknesses, and Threats analysis.

- Next, the team will conduct a community partnership mapping exercise that will identify all current partners to determine whether their current services are still a good fit for the CCDF program. This exercise will also provide opportunities for building new partnerships and expanding current partnership parameters.
 - Partners will fill out an informational sheet to describe services provided. Community partner representatives will fill out an anonymous community partner survey to provide input on the CCDF program.
 - The team will then administer an anonymous survey to parents in the community. This survey will be distributed to parents of children ages birth to 12 years, those receiving CCDF services as well as those who do not, throughout the service area.
 - The team will administer an anonymous survey to providers in the CCDF service area, both to CCDF providers and potential providers.
 - The team will gather, compile, and analyze the data from these sources to identify major themes. Next, the team will calculate basic statistical data.
 - In addition to the primary data collected from the surveys and interviews with community partners, the team will collect secondary data in order to compile a complete picture of the entire CCDF service area. Secondary sources will include, at a minimum, the following types of data: annual Kids Count for the CCDF service area, demographic, median income, school readiness, health outcomes, nutrition outcomes, child abuse and neglect outcomes, foster child, social services, and provider data.
- ◆ **The following will occur to identify priorities:**
- After the team analyzes all the data, it will look for major data trends. These trends will help the team identify priorities.
- ◆ **The following will occur to identify short- and long-term program goals:**
- After data trends are identified, the team will convene and create long-term CCDF program goals based on the trends. Long-term goals are defined as those to achieve in 3 years to coincide with the length of the CCDF Plan Preprint. Short-term goals are defined as those to achieve weekly, monthly, quarterly, or even annually. The team will identify short- and long-term goals that are SMART: specific, measurable, attainable, realistic, and time specific.
- ◆ **The following will occur to define program partners:**
- After goals are determined, the team will refer to the community partner mapping results and assign partners to specific short- and long-term goals.
- ◆ **The following will occur to determine specific quality goals and quality activities:**
- The CCDF Administrator will take the findings of the needs assessment in conjunction with the identified short- and long-term goals and determine the specific quality activities needed to the particular quality improvement goals identified in the triennial CCDF Plan Preprint. The quality goals and activities will be aligned with the overall program short-and long-term goals identified in the needs assessment process. The quality goals and activities will be aligned with at least one of the quality improvement areas defined in the CCDF final rule. The quality goals and quality activities indicated in the Plan Preprint will be documented and reported as part of the minimum quality spending percentage as determined in the CCDF final rule.

Sample: Evaluation of Quality Activities

Policy

- ◆ The tribal Lead Agency will invest in quality activities based on a community needs assessment completed before each tribal CCDF Plan cycle. The outcomes of the quality activities that are selected to meet the identified quality goals will be evaluated to measure progress.

Procedure

- ◆ **Evaluation of quality goals and activities will occur as follows:**
 - The CCDF Administrator will ensure that all activities are aligned with the quality goals and have set timeframes for completion so that goals can be accomplished.
 - Each activity will be evaluated to ensure its helping to meet the corresponding quality goal.
 - The CCDF Administrator will ensure that documentation of quality activities is maintained.
 - On an annual basis, the CCDF Administrator will review quality activities completed during that past year and check for progress in obtaining quality goals.

Sample: Quality Spending Requirements

Policy

- ◆ The tribal Lead Agency will ensure that all children and families participating in the CCDF program have access to high-quality early care and education services. The CCDF Administrator will be responsible for ensuring that the tribal Lead Agency dedicates a minimum of 9% of each federal fiscal year's CCDF funds to quality improvement activities.

Procedure

- ◆ The CCDF Administrator will maintain documentation of quality improvement activities completed during each fiscal year.
- ◆ The CCDF Administrator will maintain an annual cuff account to cross reference with monthly expenditure reports received from the financial department.
- ◆ Each month, expenditure reports will be reconciled with the CCDF cuff account to ensure spending is being allocated to the appropriate line items as designated by the CCDF Administrator.
- ◆ In the monthly report to the tribal council, the CCDF Administrator will provide details and explanations of monthly quality improvement activities as well as the status of meeting program quality goals as indicated in the current tribal CCDF Plan Preprint.

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The National Center on Tribal Early Childhood Development, A Service of the Office of Child Care

9300 Lee Highway
Fairfax, VA 22031

Phone: 877-296-2401
Email: nctecd@ecetta.info

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